

20 October 47

Bob:

1. This is essentially the same form and procedure which was originally submitted to us.

2. The following concessions have been incorporated into the revised version:

a. Elimination of indorsement form by placing indorsement at bottom of order forms

b. Elimination of three tissues on each order

3. Your attention is called to the following unnecessary steps which still remain in the procedure:

a. Routing of order through Requirements Branch for review —

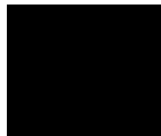
b. Review and authentication of order by Assistant Director, OGD. —

c. Maintenance of duplicate files of dissemination orders : (1) in the Dissemination Branch and (2) in Office of Asst. Director, OGD

d. Indorsement of order to OGD by Chief, Central Records to indicate compliance with instructions contained in the order

e. Use of separate forms for initial and subsequent dissemination

f. Chief of Central Records being required to supply inventory information with each indorsement of each order.



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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management  
 Attention: Chief, Management Branch DATE: 16 October 1947

FROM : Assistant Director for Collection and Dissemination

SUBJECT: Dissemination Order Forms

1. The Dissemination Order form proposed by the Management Branch has been examined carefully and with a full appreciation of the desire to simplify forms and procedures all possible. The proposed form appears useful as a running record form but not as an order form to cover the three types of dissemination desired; i.e., original dissemination of a C.I.A. publication, later additional dissemination of the same publication, and, "maverick" problems. To use the form offered, it would appear necessary to prepare additional procedure instructions to explain the form for its various uses, and to accompany it with a memo of explanation for "maverick" problems.

2. The forms proposed by OCD have been carefully worked out so that each order is complete in itself. The first paragraph is pertinent information; the second is the distribution request, and an instruction to insure that the standard routing slip used contains the necessary security instructions; the third (in original dissemination) is an instruction regarding file copies; and, the last is a request for a report of compliance. These are each considered essential, based on operating experience. The verbiage is not excessive, but is authoritative. The physical entries required are reduced to a minimum. Central Records has only to glance at the typed-in figures or substance to extract the necessary instructions; once the form is understood; but in event a new employee is used, the instructions are there in black and white instead of in another memo file or in someone's memory.

3. In the interest of reducing the number of forms, the report-back form can be eliminated provided the entry is made on the order form itself so that the original can be filed in Central Records and a copy returned to OCD for its use. As long as OCD is responsible for the dissemination of material, OCD considers this report of compliance essential. Practical experience has shown too many cases of faulty compliance to permit otherwise. Further, your attention is invited to redraft of paper headed "Dissemination Order Form" attached to inclosure (4). This re-draft indicates the complete procedure followed and desired in preparing and routing Dissemination Orders.

4. As for the procedure, there may be two alternatives: (1) The Chief, Dissemination Branch, signs and forwards the orders at the same time

sending a copy for information to the Assistant Director or (2) The Chief, Dissemination Branch, forwards the order to the Assistant Director for signature and dispatch. The Assistant Director, (CD, prefers the latter because of the highly classified material involved and his need to know, in many cases, what dissemination is being made before the order is issued.

5. Copies of the two forms as OCD desires them printed are forwarded as inclosures (2) and (3). It is requested that necessary reproduction orders be issued.

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Captain, U. S. N.

Inclosures

- (1) Management Branch proposed order form
- (2) OCD Order Form No. \_\_\_\_\_-A
- (3) OCD Order Form No. \_\_\_\_\_-B
- (4) OCD Dissemination Order procedure